

CITY OF DULUTH NOTICE OF TEST RESULT

TO: _____
(Employee/Job Applicant)

DATE: _____

The City of Duluth has received the results of the chemical test of the sample collected from you on (Date).

The result is _____. The lab report is attached.

In case of a positive test, you may:

1. Within three days of receipt of this notice, submit to me at (location) any information you may have to explain the test result.
2. Within five days of receipt of this notice, request a confirmatory retest of the sample. You are responsible for the cost of a retest. If you wish a different licensed laboratory to perform a retest, you must include that information in your request. Your request must be submitted to me at the location stated above.

FOR EMPLOYEES:

If the screening test of the sample was positive, a confirmatory test has been done which verified the positive results on the screening test. You are subject to disciplinary action as a result of your positive test.

If you request a confirmatory retest of the sample, and the results of that test are negative, no disciplinary action will be taken.

If this is your first positive test, you will be offered the opportunity to participate in an appropriate treatment program. If you refuse, or fail to satisfactorily participate and complete the program, you may be discharged.

You have the right to access all reports related to this test by contacting the Human Resources office and asking to see your personnel file.

FOR JOB APPLICANTS:

If the screening test of the sample was positive, a confirmatory test has been done to verify the positive results on the screening test. Your job offer will be rescinded unless you request a confirmatory retest of the sample and the results of that test are negative. If you have any questions, please contact me at (phone #).

Employer's Representative